

Product Return Authorization

Supplier Name: [Supplier Name]

Supplier Address: [Supplier Address]

Date: [Date]

To: [Customer Name]

Customer Address: [Customer Address]

Return Authorization Details

Return Authorization Number: [RA Number]

Order Number: [Order Number]

Product Description: [Product Name/Description]

Quantity to Return: [Quantity]

Reason for Return: [Reason]

Return Instructions

Please follow these guidelines for returning the product:

- Include this authorization letter in the return package.
- Ship the product to the following address: [Return Address]
- Ensure the product is securely packaged to prevent damage during transit.

If you have any questions, please contact us at [Supplier Phone Number] or [Supplier Email].

Thank you for your attention to this matter.

Sincerely,

[Supplier Representative Name]

[Supplier Position]